

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
CLEARVIEW, 198 COUNTY DF, JUNEAU, WI 53039
IN THE CHAPEL**

August 7, 2018

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:30 a.m. with the following members present:
2. **ROLL CALL AND NON-COMMITTEE MEMBER COUNTY BOARD ATTENDANCE:**

COMMITTEE MEMBERS PRESENT

Larry Bischoff
Lisa Derr
Dan Hilbert
William Hoekstra
Tom Schaefer

NON-COMMITTEE MEMBERS PRESENT

None

ALSO PRESENT: Jane Hooper, Administrator / Executive Director; Lori Kurutz, Assistant Administrator; Bill Wiley, Director of Finance; Jackie Kuhl, Brain Injury Center Unit Coordinator; Alyssa Gahlman, Director of Support Services; Jessica Streaan, Assisted Living Supervisor; Heather Ninmann, IID Household Specialist; Megan Firari, Human Resource Specialist; Ashley Vergenz, Admissions Coordinator; and Jill Soldner, Administrative Secretary.

3. **PUBLIC COMMENT:** None to report.
4. **APPROVAL OF MINUTES OF JULY 11 AND JULY 17, 2018 MEETINGS:** Motion made by Derr to approve the July 11 and July 17, 2018 Minutes; seconded by Hilbert. Motion carried.
5. **INVOLUNTARY DISCHARGES:** One to report.
6. **CENSUS REPORTS:**

CBIC:	20 of 30, with 1 admit today and 2 next week
Clearview:	104 of 120 with 2 active referrals
Clearview Behavioral Health 1/2/3/4:	9 (CBH 1), 9 (CBH 2), 8 (CBH 3), 9 (CBH 4) = 35 of 40
ICF-IID (formerly FDD):	45 of 46, with 1 referral

Trailview 4 of 4
Clearview Community Group Home: 3 of 4
Northview Heights (CBRF): 18 of 20

7. **CONSIDER DISCUSS, AND TAKE POTENTIAL ACTION ON "RESOLUTION TO CREATE ONE POSITION OF *BEAUTICIAN* AT CLEARVIEW":** A Resolution was reviewed by the Committee to create one new, full-time, benefited position of *Beautician*, effective January 1, 2019. Motion by Schaefer to approve the Resolution as drafted; seconded by Derr. Motion carried. The Resolution will go before the County Board of Supervisors on August 21, 2018.

8. **ADMINISTRATOR'S REPORT:**

- **Update: Exit Interviews ~ Megan Firari:** Megan Firari, Human Resource Specialist, gave an update on exit interviews, for the period January to July 2018, citing basic statistics on terminations and summaries on staff's reasons for leaving.
- **Update: Recruitment for Director of Nursing and Executive Director / Administrator Positions:**
 - **Director of Nursing:** The Director of Nursing position will be open until filled, with Assistant Director of Nursing, Erin Blank, acting as Interim Director of Nursing. There is currently interest in the position. Several different styles will be incorporated into the interview process. Hooper will continue to provide updates.
 - **Executive Director / Administrator:** The timeline as scheduled is in progress. There is currently interest in the position. Sarah Hinze, Dodge County Human Resource Director, will continue to provide updates.
 - Clearview's Medical Director, Dr. Charles Frinak, will be retiring at the end of December 2018. Staff physician, Dr. Victor Caceres, will be retiring at the end of November 2018. Recruitment is actively in place to fill both positions.
- **Dodge County Fair:** Clearview's booth will held in the new Commercial Building. Staff from Clearview will take turns manning the booth, discussing employment opportunities, the services offered, playing Dodge County / Clearview trivia, as well as handing out Clearview can koozies.

FINANCE REPORT ~ BILL WILEY:

Preliminary 2019 Budget Update: Wiley provided the Committee with a summary of the proposed 2019 Clearview budget. He stated that changes in revenue were from budgeted census adjustments. In addition, he stated that the budget did allow for modest increases in daily rates across many of the facilities.

Expenses increased mainly due to increases in personnel costs. Some business units saw increases due to the addition of new positions. Additional dollars are being allocated for facility maintenance equipment and supply cost increases.

Wiley stated that the capital budget included a request for a transportation vehicle along with \$80,000 for the beginning of the siding project. Additional dollars are also budgeted for the replacement of IT equipment, resident care and facility equipment.


2018 Budget Update: Wiley provided the Committee with a summary of the Clearview 2018 budget status as of June 30, 2018. Revenues were below budget in Clearview Behavioral Health ("CBH") and Community Group Home. CBH was low because of the timing of the implementation of CBH IV. Census for all CBH facilities currently exceeds budget estimates. Community Group Home was low due to the passing of a long-term resident.

Wiley explained that overall expenses are lower than budget. Some areas of the campus have staff openings which saves on personnel expenses. Maintenance and transportation costs are slightly above budget due to facility equipment issues and additional staff needed for resident transport.

9. **DETERMINE NEXT MEETING DATE AND TIME:** *Wednesday, September 5, 2018, at 7:45 a.m.,* in the Chapel at Clearview, 198 County DF, Juneau, Wisconsin.
10. **ADJOURN:** There being no further business to come before the Committee, Motion by Derr to adjourn; seconded by Schaefer. Motion carried. Meeting adjourned at 9:10 a.m.

Dated this 5th day of September, 2018.

Respectfully submitted,



Thomas Schaefer, Secretary